

Points for Observation

Accession, Serials, Bulletins, Mechanical practice, Pamphlets,  
Trade bibliography, Typewriters

Name of Library..... City.....190..

(Underscore when sufficient for answer)

Accession

What form of record is used?.....

What items are entered in it?.....

What omitted?.....

Is librarian satisfied with form used and why?.....

What changes would she recommend?.....

How is withdrawal record kept?.....Is it satisfactory?.....

How is gift record kept?.....

Serials

Are they checked on cards, sheets or in book?.....

Is there any difference in rules for checking than those taught in school?.....What?.....

Do they circulate the current magazines?.....If not, why not?.....

Do they supply duplicate copies? ..... For what periodicals? .....

What kind of a cover is used to protect them? .....

Is it satisfactory? .....

How long are magazines kept in circulation? .....

How long may they be kept out by borrower? .....

Are magazines circulated popular? .....

## Bulletins.

What kind are made? ..... If none, why not? .....

What system or plan is used for putting up pictures or bulletins? .....

How are bulletins stored, flat, standing or how? .....

How are pictures cared for? .....

Are they classified, shelf-listed or catalogued? .....

## Mending

Do they mend each day, once a week or when? .....

Who does the mending? .....

What do they mend? .....

What do they not mend? .....

Do they clean books and how? .....

What tools are used, tables, etc.? .....

What materials are used?.....

Give addresses of any special dealers?.....

Notice any new ideas .....

### Mechanical preparation of books

Where are pockets placed?.....

Are book cards typewritten or handwritten? .....

Where is 7-day label placed if used on new fiction?.....

Do they use date slip?..... Where placed?.....

Do they use a general book plate?..... Book plate for special gifts?.....

What kind of labeling is done, paper labels, or inks, and what kind?.....

(Give specific names of latter)

Where is call number placed on back of book?.....

Do they label fiction?.....

What is done with books bearing a pseud. or an anonymous title, if no labels are used?.....

How is children's fiction indicated if no labels are used on fiction?.....

Notice any new idea in mechanical practice and report .....



## Pamphlets

What kinds of pamphlets are saved?.....

Are they classified, accessioned, shelf-listed or catalogued?.....

How filed, in folder, boxes, or how?.....

Shelved with class or in collection separate?.....

Are they bound?..... How?.....

Notice especially any new idea about pamphlets.....

## Trade bibliography

What aids for trade bibliography do they have?.....

Are they adequate?.....

If inadequate, what would you recommend in addition for a library of its size?.....

Do they have anything they could get on without?..... What?.....

## Typewriter

Do they use a typewriter?..... For what kinds of work?.....

What make is the machine?..... Is it satisfactory?.....

How old is it?..... How often repaired? .....

Do all the staff use it?.....

## Take to laboratory libraries

Notes on Accession, Withdrawals, Serials, Pamphlets, Mechanical preparation of books,  
Mending, Trade bibliography.

## Points for observation and study

## Reference work

Name of Library ..... City ..... 190..

(Lists, and answers requiring more space than is allowed, should be given on L sheets, with corresponding number)

## 1. Observe how reference resources are shelved or filed:

a. Reference books .....

b. Bibliographies and printed lists .....

c. Manuscript lists .....

d. Subjects looked up briefly .....

2. Keep list of ready-reference questions answered, with memoranda of how answered.

3. In assisting students with material for study of a topic, keep list of subjects, with note of what material was given them. Does library keep any file of the references looked up for students?

4. Keep memoranda of help given patrons at the desk as to the best book on a subject to read at home.

5. Keep titles of reference lists made, and copy of lists, if possible.

6. Reference work for schools.

Does librarian give talks to schools, showing how to use the reference books and catalogue?..

Where are the talks given, in library or school-room? .....

Is there debate work in the High School, and do the debaters depend on the public library for material? .....

7. Reference work for children.

Make careful classified list (follow Kroeger plan) of reference books used in work with children, giving full imprint of books, adding annotations wherever possible.

8. What periodical indexes are in library ?.....

9. Files of bound periodicals ?.....

a. What complete sets.....

b. What incomplete sets?.....

c. Does the librarian wish to complete all of the incomplete sets and if not, why not?....

d. How are back files of unbound periodicals kept?..... Can they be used readily?

e. Is there a posted list of Poole and Reader's Guide sets for use of patrons?.....

f. How are current numbers kept before sending to bindery?.....

10. Check reference books with Kroeger. Has the library a good collection of reference books?....

What does it lack?.....



What annuals are on shelves?.....

Are the annuals kept up to date?.....

What is done with back numbers of annuals?.....

11. What foreign dictionaries are in the library?.....

How much are they used?.....

What others are needed?.....

Are any needed?.....

12. Become familiar with the reference books in classes not yet considered in lectures.....

13. Take to laboratory libraries:—

Notes on Reference work.

Kroeger—Guide to study and use of reference books.

### Periodicals

What periodicals does the library receive regularly?.....

Are there any in the list that you do not consider necessary?.....

What others would you add?.....

Scan the magazines as they are received every month, in order to become familiar with their special characteristics. Note especially the illustrators.

### Children's Work

Observe all the work done for children, as a foundation for the lectures of the spring term. Various kinds of work in the children's room will be assigned you by the librarians in the co-operating libraries. Observe especially the collection of books, story hour, individual help given children, etc.



Points for observation  
Catalogue, Shelf, Classification

Name of library..... City.....190

(Underscore when sufficient for answer)

Catalogue.

Card catalogue?..... Printed?..... Dictionary?..... Classed?.....

Author and title?.....

Separate fiction catalogue?..... Children's catalogue?.....

Hand written?..... Typewritten?..... Both?.....

L. C. cards used?.....

Note form of guide cards?..... Tray labels?.....

Special guides for countries?.....

Compare the following forms with your sample catalogue and note differences:

Imprint?.....

Collation?.....

Contents?.....

Notes?.....

Annotations?.....

Joint author?.....

Analytics (form)?.....

Periodicals?.....

Annals?.....

Pseudonym or real name?.....  
 Subject headings: Technical?.....Common terms?.....  
 Cross references: Fulness?.....Form?.....Where alphabetted?  
 Analytics: Full?.....Page limit?.....  
 Average number of cards to each book?.....  
 A. L. A. Subject headings checked?.....Annotated?.....  
 Supplement?.....Headings defined?.....  
 Carnegie subject headings checked?.....Supplement?.....  
 Instructions in use of catalogue for public?.....  
 What?.....Where?.....  
 Alphabeting—Clarke and Clark.....Brown and Browne?.....  
 Books by and about an author?.....  
 Divisions under countries?.....  
 Period divisions under U. S. History?.....  
 Abbreviations-- Mr.; Mrs.; Saint; Sainte; St.; Mac; Mc;.....

Special notes.

### Shelf list.

Car ? ..... Size ? ..... Sheet ? .....  
Form ? ..... Where kept ? ..... Where used ? .....  
For what used: Classification ? ..... Book nos. ? .....  
Buying ? ..... Inventory ? ..... Catalogue ? .....  
Used by whom ? .....  
Special features ?

### Book numbers.

What ? ..... Fiction ? .....  
Work marks ? ..... Copies ? .....  
Special features ?

### Classification.

System in use ? .....  
Biography : Collective ? ..... Individual ? .....  
Artists ? ..... Musicians ? ..... Actors ? .....  
Statesmen ? .....



Does children's classification differ? ..... How? .....

Note special features.

Take with you to Laboratory Libraries: Sample catalogue and notes ; Shelf list and notes ; Classification slips and notes ; Carnegie Subject heading pamphlet.

Copy samples of catalogue and shelf cards when necessary for illustration, also catalogue instructions for the public, if any.

## Points for observation

## Loan

Name of library..... City..... 190..

(Underscore when sufficient for answers. Answers requiring more space than is allowed should be given on L sheets,  
with corresponding numbers)

## 1. System.

Single or double entry?.....

Account kept by reader's cards?..... Slips?..... Book cards?.....

Cards filed 1 by Time?..... Author?..... Accession no?.....

2 by Class?..... Author?..... Accession no.?.....

Note special features.

## 2. Registration of borrowers.

Application blank contains name of library?..... Borrower's pledge?.....

Guarantor's pledge?..... Where? .....

Borrower adds his own name?..... Address?.....

Occupation?..... Age if a minor?..... School? .....

Loan clerk adds date?..... Registration no.?.....

Guarantor required for adult?..... Child?..... Who?.....

Filed how?.....

Registration book contains?..... Number?..... Name?.....

Address?..... No. of cards issued to each borrower?..... Age of minors?.....

Non-resident borrowers?..... Rural borrowers?..... Free?.....

Pay?..... How is record kept?.....

Registration of non-residents separate ?.... Deposit required ?.... How much? ....

Registration of teachers ?.....

Cards issued when application is made ?.....

Routine followed in registering borrowers ?.....

Note any special features.

3. Number of cards issued to each borrower ?..... Regular?.....

Special ?..... Non-fiction ?..... Students ?..... Teachers ?.....

Special points.

4. Reader's card.

Contains name of library ?..... Rules ?.....

Loan clerk adds. Number ?..... Name ?..... Address ?.....

Expiration date ?..... Date of issue ?.....

Loan clerk adds... Date book is issued ?..... Date due ?.....

Call no ?..... Date returned ?.....

Kept where when not in use ?..... How filed ?.....

Lost cards replaced free ?..... Charge ?..... Time ?.....

Record of no. issued ? .....

Special Points ? .....

5. Book pocket.

Contains name of library ?..... Rules ?.....

Accession clerk adds.... Call no. ?..... Accession No. ?..... Author and title ?.....

Special points ? .....



6. Dating slip in book.

Where placed?.....  
Contains what?.....  
Loan clerks adds?.....

7. Book card

Size?..... Color?.....  
Contains Call no.?..... Author and title?..... Accession no?.....  
Date added to library?.....  
Loan clerk adds Date issued?..... Date due?.....  
Borrower's no.?..... Date returned?.....  
Where kept when book is in?..... When out?.....  
When filled-Destroyed?..... Filed?.....  
Record of issues transferred to new card?.....

Specials points.

8. Fines.

Amount charged?.....  
Notices sent?..... How often?..... 1st notice?..... 2d notice?.....  
Messenger?..... Charge for notice?..... For messenger?.....  
How is record kept when due?.....  
  
How filed?.....  
How is record kept when paid?.....  
  
When unpaid?.....  
Book issued when fine unpaid?.....  
Fines remitted?.....  
Children's fines?.....  
Special points?.....

9. Number of books issued to each borrower?.....  
Fiction?..... Time?..... Non-fiction?..... Time?.....  
How charged if more than one?.....

10. Renewals.

What?.....  
How?..... Person?..... Mail?..... Telephone?.....  
How is record kept if card not returned?.....  
Is book required for renewal?.....  
Describe method?.....

Are books transferred?.....

Special points?

11. Process of charging and discharging?.....

12. Renting collection.

Accessioned how?.....  
Class of books?..... Number in collection?..... Always duplicates?.....  
How many to each borrower?.....  
May borrower draw fiction from both collections at same time?.....  
How charged?.....

12. Renting.

How long circulated?..... Withdrawn when paid for?.....  
How disposed of?..... Sold?..... Transferred to library?.....  
How are accounts kept?.....

Special points?

13. Teachers' privileges.

How many cards?..... How many books?..... Time?.....  
What kind of books?.....  
Fines charged?..... Notices sent when due?.....  
Are statistics counted as if renewed at end of two weeks?.....  
Special points?

14. Statistics.

Circulation—by Classes?..... How kept?..... How counted?.....  
When counted?..... Renewals counted?.....  
Renting books counted?.....  
Registration What?.....  
How?..... When?.....  
Special points?

15. Personal responsibility.

Initialed daters?.....



16. Special features.

Methods of attracting borrowers? .....

Teaching use of library? .....

Raising standard of books read? .....

By personal effort? ..... Printed lists and bookmarks? .....

Bulletins? ..... Other means? .....

Attention paid to new borrowers--when card is issued?

Extension work?

School duplicate collections? .....

Branches? ..... Stations? .....

Other? .....

Advertising in local papers? ..... Hotels? ..... Depots? .....

Factories? ..... Other? .....

Addresses to clubs? ..... Schools? .....

Common Council? ..... Other? .....

Special advertising?

17. Rules and regulations.

Days of opening?..... Hours?.....  
Children's room open-Hours?..... Days?.....  
Sunday service-Hours?..... Months?..... Who?..... Paid?.....  
Voluntary?..... Reference work?.....  
Holidays open?..... Hours?..... What departments?.....  
Average hours of librarian?..... Assistants?..... Apprentices?.....

18. General observations.

Notes—Take about 10 L sheets; secure complete set of samples from each Laboratory Library and mount separately. Fill in blanks properly.

Use printed material to answer or illustrate questions.

Answer all questions as much as possible from personal observation.

Take Loan notes, especially blank forms.

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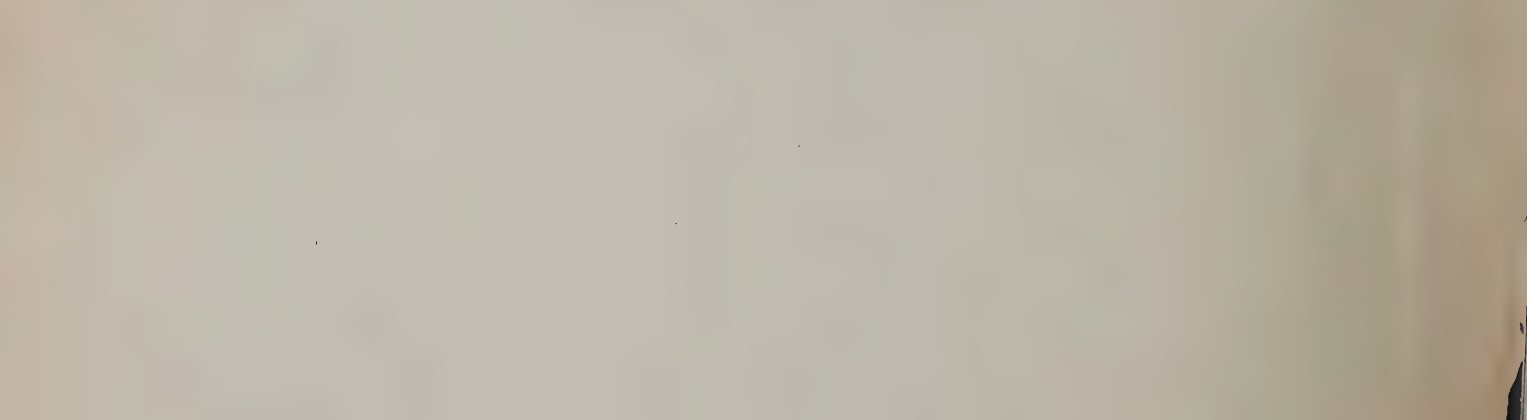
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The report was put in this form at the suggestion of the Chief of the recent University survey (1914). He further suggested that all library workers might wish to check themselves for their own efficiency. If you wish a blank for yourself, we will gladly send one on request, also for your assistants, if desired. For further suggestions on this point, see Personal Efficiency Test, by Purinton, Independent, Nov. 30, 1914, p. 323.



Report of Co-operating Librarian

Report on the work of \_\_\_\_\_, 191\_\_

In \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Librarians are earnestly requested to co-operate with the Library School by helping to discover the strength and weakness of the student and recording it by checking this blank. As far as possible, please answer every *point*, by checking or underscoring for the special *grade*.

Personality (check grade for each point so far as observed).

Points—	Grades—
Enthusiastic:	very_____moderately_____little_____lacking_____
Sympathetic:	very_____moderately_____little_____harsh_____
Even tempered:	always_____fairly_____not very_____irritable_____
Tactful:	very_____fairly_____not very_____blundering_____
Adaptable:	very_____moderately_____not very_____inflexible_____
Sense of humor:	much_____moderately_____little_____unduly serious_____
Resourceful:	very_____moderately_____not very_____dependent_____
Industrious:	very_____moderately_____not very_____indolent_____
Dignified:	always_____moderately_____not very_____undignified_____
Personal neatness (dress, etc.):	very_____moderately_____not very_____slovenly_____
Courteous:	always_____generally_____not very_____discourteous_____
Manners:	gracious_____fair_____common_____rude or boistrous_____
Winning: appeals to adults	very_____fairly_____not very_____antagonizing_____
Winning: appeals to children	very_____fairly_____indifferent_____repelling_____



**Professional fitness** (check grade for each point so far as observed).

<b>Systematic:</b>	very_____	good_____	fair_____	disorderly_____
<b>Punctual:</b>	always_____	quite_____	fairly_____	tardy_____
<b>Accurate:</b>	very_____	quite_____	fairly_____	inaccurate_____
<b>Rapid worker:</b>	very_____	quite_____	fairly_____	slow_____
<b>Neat worker:</b>	very_____	quite_____	fairly_____	careless_____
<b>Reliable:</b>	very_____	quite so_____	little_____	irresponsible_____
<b>Realizes value of detail:</b>	much_____	fairly_____	hardly_____	not at all_____
<b>Reacts on sug- gestions:</b>	quickly_____	fairly_____	slowly_____	refuses_____
<b>Takes criticism:</b>	in good spirit_____	fair_____	poor_____	resents_____
<b>Initiative:</b>	excellent_____	good_____	some_____	none at all_____
<b>Loyal:</b>	very_____	fairly_____	hardly_____	disloyal_____
<b>Memory:</b>	excellent_____	good_____	fair_____	forgetful_____
<b>Power of observa- tion:</b>	excellent_____	good_____	fair_____	unobservant_____
<b>Interested in work:</b>	very much_____	fairly_____	blasè_____	lacking_____

**How do you rank Students' work in the following:** (Checks grade for work done.)

<b>Charging books:</b>	excellent_____	good_____	fair_____	many errors_____
<b>Slipping books:</b>	excellent_____	good_____	fair_____	many errors_____
<b>Helping patrons select books:</b>	excellent_____	suggestive_____	fair_____	helpless_____
<b>Collecting fines:</b>	excellent_____	good_____	fair_____	inefficient_____
<b>Keeping statistics:</b>	excellent_____	good_____	fair_____	inaccurate_____
<b>Mechanical work:</b>	excellent_____	good_____	fair_____	helpless_____
<b>Accessioning:</b>	excellent_____	good_____	fair_____	poor_____
<b>Classification:</b>	excellent_____	good_____	fair_____	poor_____

<b>Cataloguing:</b>	excellent-----good-----fair-----poor-----
<b>Alphabeting:</b>	excellent-----good-----fair-----poor-----
<b>Reference:</b>	excellent-----good-----fair-----poor-----
<b>Book selection:</b>	excellent-----good-----fair-----poor-----
<b>Story telling:</b>	excellent-----good-----fair-----poor-----
<b>Publicity:</b>	excellent-----good-----fair-----poor-----
<b>Work with schools:</b>	excellent-----good-----fair-----poor-----
<b>Mending:</b>	excellent-----good-----fair-----poor-----
<b>Preparation for bindery:</b>	excellent-----good-----fair-----poor-----
<b>Picture work:</b>	excellent-----good-----fair-----poor-----
<b>Inventory:</b>	excellent-----good-----fair-----poor-----
<b>Typewriting:</b>	excellent-----good-----fair-----poor-----
<b>Library hand:</b>	excellent-----good-----fair-----poor-----

**Good points** that will make for Student's success (check or underscore all that may apply).

Good health

Cheerfulness

Belief in work

Wins co-operation

Knowledge of subject

Stimulating to associates

Business principles

Disposition

Address

Responsibility

Intelligence

Education

Culture

Experience

Executive ability

Interest in people

Good technical work

Knowledge of books

Good mechanical work

Appreciation of literature

Professional attitude

Add other characteristics observed and not named here.

**Weak points** that will make for Student's failure (check or underscore any that may apply).

Poor health

Inaccuracy

Nervousness

Talks too much

Languidness

Self-centered

Lack of interest

Aggressiveness

Lack of sympathy with people

Bluff

Poor technical work

Insincerity

Poor mechanical work

Diffidence

Disorderly

Personal appearance

Lack of promptness

Antagonizes people

Blasè

Lack of culture and knowledge of books

Immature

Questions authority

Forbidding appearance

Add other characteristics observed and not named here.

Would you care to have this Student for an assistant? Yes----- No-----

Please state frankly whether the presence of this Student has been of any benefit to your  
library -----

of real assistance-----a hindrance -----

General remarks:

Signature-----

Points for Observation in  
Loan Administration

Name of library-----City -----, 191--

(Underscore when sufficient for answers. Refer to samples collected. Answers requiring more space than is allowed should be given on L sheets, with corresponding numbers.)

**1. Registration of borrowers**

Application blank contains? Inverted name of borrower, registration number, name of library, borrower's pledge, signature, address, occupation, business address, date of registration, date of expiration, age of minor, school, grade, guarantor's pledge and signature (for child or adult), reference signature.-----

Filed where? -----

Juvenile application blanks differ how?-----Filed where?-----

Numerical record in registration book, application cards, or slips-----

Registration book contains? Date, number, number of cards issued, age of minor, indication of renewal or non-resident, name, address-----

Half-numbered or full numbered?-----

If numerical record is formed by file of applications, what do alphabetical index slips contain?----- Filed where?-----

Registration of non-residents free?----- Payment? -----

How is record kept?-----

Registration of transients separate?----- Deposit? -----

How is record kept?-----



Registration of teachers and students separate? -----

How is record kept?-----

Routine followed in registration-----

Cards issued when application made? -----

Branch library registration: Records at main library -----

Duplicate records at branch-----

Alphabetical? -----How used? -----

Numerical? -----How used? -----

Comments

## 2. Reregistration

Continuous? -----Term of card use-----

Method -----

Comments

## 3. Reader's card

How many issued to each borrower?----- Regular----- Non-fiction-----

Student's----- Teacher's----- Special-----

Contains? Borrower's number, name (inverted?), address, name of library, expiration date, date of issue or date due, call number, date returned.-----

Temporary card used when?-----

Card not in use filed in library?----- How? -----

Lost cards replaced when?----- Charge-----

Comments

#### 4. Charging system

Circulation kept? by reader's cards, book cards, slips, ledger.

If by cards, single or double entry -----

Comments

#### 5. Book card

Size ----- Colors -----

Contains? Call number, author and title, accession number, copy number, date of issue or date due, borrower's number, date returned.

When filled, is it destroyed or filed? -----

If destroyed, is record of issues transferred to new card? -----

Book sent to bindery charged on book card? ----- How is this record transferred to new book card when old one filled? -----

#### 6. Book pocket

Form ----- Location -----

Contains? Name of library, printed rules, call number, author and title, accession number, copy number. (Compare items on book card.)

#### 7. Dating slip

Form ----- Location -----

Contains? Rules, date of issue or date due.

#### 8. Book plate

Form ----- When used? -----

Location -----

#### 9. Desk appliances

Charging tray ----- Single, double, sloping, sunken -----

Date guides----- Cards, Smith steel signals -----

Dating stamps—How many dates used?----- What?-----

Pencil, ring, Crown, other-----

Initial of attendant indicated how?-----

#### 10. Renewals and transfers

What?----- How often?----- Time limit-----

Method of renewing-----

Person -----

Mail -----

Telephone -----

Method of transferring -----

Comments

#### 11. Reserves

What?----- Charge----- Notice sent-----How long held?

Method -----

Comments

#### 12. Number of books issued to borrower

Fiction ----- Time limit-----

Non-fiction ----- Time limit-----

How charged if more than one on a card? -----

Comments

### 13. Seven-day books and magazines

Seven-day books: What? -----

Identified how? by pockets, book cards, labels, dating slips, other marks.

Renewed? ----- Transferred? -----

How are overdues detected? -----

How long are books kept seven day? -----

Magazine circulation: Current numbers? ----- Duplicate copies? -----

How charged? ----- Time limit -----

Comments

### 14. Rent collection

Duplicates in regular collection? -----

Accessioned how? -----

Average number in collection -----

How many to each borrower? ----- Only to card holders? -----

May borrower draw from free and rent collections at same time? -----

How charged? ----- Payment -----

Identified how? by pockets, book cards, labels, dating slips, other marks -----

How long circulated? ----- Transferred to free collection? -----

Accounts: describe in detail, method of keeping -----

Comments



## 15. Special privileges

Teachers'—What? -----Method -----

How is circulation counted?-----

Are fines charged for overdues?-----

Students'—What? -----Method -----

Clubs—What? -----Method -----

Vacation privileges—What? -----Method -----

Others -----

Comments

## 16. Fines

Amount charged -----

Overdue notices—When? 1st ----- 2d ----- Messenger -----

Charge for notice and messenger?-----

Who is messenger? ----- Effective? -----

How is record kept when fines due?-----

Fine slip attached to book card?----- When? -----

How filed? -----

How is record kept when fines paid?-----

When fines unpaid? -----

Book issued when fine unpaid?----- How? -----

Fines remitted? -----

Records of fine money received and spent: describe in detail -----

Comments

**17. Lost or damaged books**

Charge -----

Comments

**18. Books exposed to contagious diseases**

How detected? ----- What notices sent? -----

Fumigation ----- When? ----- How? -----

Books destroyed when? -----

Library's loss, or borrower's? -----

Comments

**19. Statistics**

Circulation—How counted? ----- How recorded? -----

When counted? ----- Renewals and rent books included? -----

Registration—How counted? ----- How recorded? -----

When counted? -----

Records of duplicate cards issued and filled cards replaced? -----

Withdrawals from registration—How counted? -----

How recorded? ----- When counted? -----

Comments

**20. Rules and regulations**

Days of opening ----- Hours -----

Children's room—Days ----- Hours -----

Sunday opening—Hours ----- Departments -----

In charge ----- Voluntary or paid? -----

Holiday opening—Hours ----- Departments -----  
In charge ----- Voluntary or paid? -----  
Printed handbook of rules for borrowers? ----- When distributed?-----  
Working hours per week ----- Librarian -----  
Assistants ----- Apprentices -----  
Comments

## 21. Apprentices

How taught? -----  
(See Wisconsin Library Bulletin, Jan. 1915)  
Number in class -----  
Lesson in loan: Number----- Practice work -----  
Comments

## 22. Extension work

Describe records of circulation through  
Branches -----  
Stations -----  
School duplicate collections -----

## 23. Connection of Loan work with other work of library

Book selection -----  
Publicity -----  
Reference work -----  
Cataloguing -----  
Classification -----  
Mending and binding -----

Social Conditions of City

Name of city \_\_\_\_\_, 191\_\_\_\_

Population: 1900\_\_\_\_\_ 1910\_\_\_\_\_ % increase\_\_\_\_\_

What nationalities predominate\_\_\_\_\_

What percentage of the population is foreign\_\_\_\_\_

How many square miles in city limits\_\_\_\_\_

Is city spread out or compact\_\_\_\_\_

Natural attractions \_\_\_\_\_

What larger city is near\_\_\_\_\_

Transportation: on main line of railroad:\_\_\_\_\_ short line: \_\_\_\_\_

junction \_\_\_\_\_several through trains daily\_\_\_\_\_

street cars: local\_\_\_\_\_interurban \_\_\_\_\_

Public improvements: water plant—private or municipal\_\_\_\_\_ electric light

plant—private or municipal\_\_\_\_\_

Streets: paved and how\_\_\_\_\_ well kept: yes\_\_\_\_\_ no\_\_\_\_\_

fairly \_\_\_\_\_unpaved \_\_\_\_\_

Parks: how many\_\_\_\_\_ how much used\_\_\_\_\_

well cared for: yes\_\_\_\_\_ no\_\_\_\_\_ Special features: zoo\_\_\_\_\_

band concerts \_\_\_\_\_supervised play grounds\_\_\_\_\_

Trees, planted and cared for: by city\_\_\_\_\_by property owners\_\_\_\_\_



Are citizens interested in public improvements, is there civic pride-----

Civic or Public Improvement clubs-----

Junior Civic league----- Playground association-----

Social center-----has there been a community institute and when-----

results ----- commercial club -----

other civic organizations-----

Public health: sewerage system-----sewage disposal -----

food inspection-----medical inspecfor for schools-----

Schools: public, how many buildings----- grades-----

how many teachers-----do they hold regular teachers' meetings-----

relation to library-----

Private (including parochial)-----Normal ----- College-----

Churches: how many-----what denominations -----

-----  
which have largest congregations-----

Does library co-operate with Sunday schools and Missionary societies-----

Clubs: women's clubs, how many-----

where do they meet-----purpose -----

-----  
men's clubs, where meet-----purpose -----

-----  
Other clubs or societies: musical----- social-----

-----  
To what extent do any and all clubs use the library for reference-----

-----

Manufactures, what-----

What % of the population is employed in factories-----are children employed-----

How does the library reach the factories-----

by posters-----at noon meetings-----

by deposit station-----notice in pay envelope-----

other methods-----

Commercial: business of city-----

Is community commercial-----industrial-----

agricultural-----other-----

Taxation: is there a city budget-----how is property assessed, full

value-----partial value-----% of tax-----

% for library-----is it Carnegie building-----does it receive

more than 10%-----is there a library budget-----

Library, where situated: in business center-----in residence district-----

out of the way-----Does location affect its use-----

Does it provide books for its foreign population-----what-----

how much are they used-----

Branches, how many-----stations-----

Extension work of library: lectures-----

firemen and police-----factories-----

labor unions-----

Clubs: for mothers\_\_\_\_\_for boys \_\_\_\_\_  
for girls \_\_\_\_\_other \_\_\_\_\_

Exhibitions \_\_\_\_\_

Other \_\_\_\_\_

Publicity undertaken: addresses to clubs\_\_\_\_\_use of telephone\_\_\_\_\_

receptions \_\_\_\_\_book day \_\_\_\_\_

talks to teachers\_\_\_\_\_other \_\_\_\_\_

-----  
Newspapers: number in city\_\_\_\_\_frequency of issue\_\_\_\_\_

language \_\_\_\_\_ are frequent notices sent to the papers by the librar-  
ian \_\_\_\_\_ on what subjects\_\_\_\_\_

-----  
Who prepares the notices\_\_\_\_\_ the headlines\_\_\_\_\_

Other printed matter: circulars\_\_\_\_\_ broadsides \_\_\_\_\_

booklists \_\_\_\_\_

Bookstore, what are opportunities for private buyers: is there good choice\_\_\_\_\_

are new books received frequently\_\_\_\_\_

relation of bookstore to library\_\_\_\_\_

Points for Observation in Library Economy

Name of Library \_\_\_\_\_ City \_\_\_\_\_, 191--

(Underscore or check ✓ when sufficient for answer)

**Order work**

Are order cards used \_\_\_\_\_ Is possible purchase file kept \_\_\_\_\_

How arranged \_\_\_\_\_

How is form of order to dealer made out \_\_\_\_\_

How often are books ordered \_\_\_\_\_

How are bills checked and what is procedure on receipt of books \_\_\_\_\_

**Mechanical preparation of books**

Where are pockets placed \_\_\_\_\_

Are book cards typewritten or handwritten \_\_\_\_\_ One or both sides \_\_\_\_\_

Where is 7-day label placed if used on new fiction \_\_\_\_\_

Is date slip used \_\_\_\_\_ Where placed \_\_\_\_\_

Is a general book plate used \_\_\_\_\_ Book plate for special gifts \_\_\_\_\_

What kind of labeling is done, paper labels, or inks, and what kind \_\_\_\_\_

(Give specific names of latter)

Where is call number placed on back of book \_\_\_\_\_

Is fiction labeled \_\_\_\_\_

What is done with books bearing a pseud. or an anonymous title, if no labels are used ---

How is children's fiction indicated if no labels are used on fiction-----

Notice any new idea in mechanical practice and report -----

### Accession

What form of record is used-----

What items are entered in it-----

What omitted -----

Is librarian satisfied with form used and why -----

What changes would she recommend-----

How is withdrawal record kept-----Is it satisfactory-----

Is a classified summary of additions and withdrawals kept-----

How -----

Is a separate gift record kept-----How -----

How are gifts acknowledged-----

### Shelf list

Card-----Size-----Sheet-----

Where kept -----Where used-----

For what used: Accession record-----Classification-----

Book numbers-----Classed catalogue-----Inventory-----

Used by whom-----Note any special features-----

How often does library take inventory-----When-----

Give any details of inventory or inventory records that you can ascertain-----



## **Serials**

Are serials checked on cards, sheets, or in book-----

Is there any difference in rules for checking than those taught in school----- What-----

What kind of a cover is used to protect periodicals in Reading room-----

When circulating-----Is it satisfactory-----

## **Pamphlets, clippings, and pictures**

What kinds are kept-----

Are they classified, accessioned, shelf-listed, catalogued -----

How filed, in vertical file, boxes, other method -----

Shelved with class or in separate collection-----

Are pamphlets bound----- How-----

Are pictures mounted-----How-----How much used-----

Are clippings mounted----- How-----How much used-----

Who uses this miscellaneous material-----

Note especially any new idea about pamphlets, pictures, clippings-----

## **Mending**

How often is mending done, daily, once a week or when-----

Who does the mending-----

What is mended-----

What is not mended-----

Are books cleaned and how-----

Is there a well organized mending equipment ----- table----- room-----

## Binding

What bindery does work-----Is it satisfactory-----

Are reinforced bindings used-----How often is binding done-----

How are books prepared for bindery-----Periodicals-----

How is binding record kept-----

What materials are used-----

Give address of any special dealers-----

Notes of any new ideas-----

## Take to libraries

Notes and samples in Library economy, including Order, Mechanical preparation of books, Accession, Withdrawals, Shelf-list, Classified summary, Mending, Binding, Pamphlets, Inventory, Serials.

## Library Literature

What library periodicals are taken-----

Are they read and passed around to the members of the staff for perusal-----

Does the library subscribe for any Commission and City library bulletins. If so, what ones

How are they kept-----How much used-----

Is the Wisconsin Library Bulletin often referred to -----

Is it filed or bound-----

Does the library print an annual report-----In what form is it issued-----

How much are reports of other libraries read-----

Points for Observation and Study in  
Organization of Reference Work and Trade Bibliography

Name of Library \_\_\_\_\_ City \_\_\_\_\_, 191--

(Lists and answers requiring more space than is allowed, should be given on L sheets, with corresponding number.

Check or underscore for answer, when possible.)

1. Organization of reference room

Where located in relation to other departments \_\_\_\_\_

Does it invite study \_\_\_\_\_ Well lighted \_\_\_\_\_

Windows \_\_\_\_\_ For evenings \_\_\_\_\_

Furnishings: Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Attendant's desk \_\_\_\_\_

How shelved: wall shelves \_\_\_\_\_ Floor stacks \_\_\_\_\_

Special shelves (over sized books) \_\_\_\_\_

Filing cases: clippings \_\_\_\_\_ Pictures \_\_\_\_\_

Bibliographies \_\_\_\_\_ Manuscript lists \_\_\_\_\_

Catalogue case: answers to hard questions \_\_\_\_\_

Brief reference lists \_\_\_\_\_ Index to bibliographies \_\_\_\_\_

How are books arranged \_\_\_\_\_ Are they kept in good order

on shelves \_\_\_\_\_ What are specially shelved \_\_\_\_\_

Where are bound periodicals shelved \_\_\_\_\_ In what order \_\_\_\_\_

Is there plenty of room for additions \_\_\_\_\_

Already crowded \_\_\_\_\_ Over crowded \_\_\_\_\_

How meeting this condition \_\_\_\_\_ Plans for growth \_\_\_\_\_

Are indexes conveniently near \_\_\_\_\_

2. Has library a good collection of reference books

How test -----

What encyclopedias (note editions) -----

What dictionaries (note editions) -----

What foreign dictionaries -----

How much used ----- By whom -----

What others are needed -----

Are any needed -----

What annuals represented -----

Are they kept up to date -----

What is done with back numbers -----

What books of quotation -----

What handbooks -----

What books on customs and holidays -----

Census for 1910: complete ----- Abstract only (Wisconsin supplement for 1910)

For 1900 ----- Abstract only 1900 -----

Official Congressional dictionary (what year) -----

Is Granger checked for books on shelves of library ----- Checking

kept up to date ----- Is there a good collection of Granger titles

A. L. A. index to general literature ----- Supplement ----- How much used -----

Are they checked for books in library -----

Are there many special reference books ----- What classes best represented, and

by what titles -----

3. Are the reference books much used-----  
Could a larger reference use be worked up -----  
Is the collection being systematically built up -----  
How -----What further suggestions would you make  
Does the public use the reference books with understanding, or dependent on help of  
librarian -----  
Is catalogue used for reference work-----
4. Are references prepared for the study clubs of the city -----  
When ----- How kept-----  
Are books purchased especially for clubs -----  
Borrowed from Study club department ----- Elsewhere -----
5. Do debating clubs depend on library-----What debate manuals for use-----  
Other debating aids-----  
Does library keep up to date with new aids, lists, etc.-----  
Does library prepare references for debaters -----  
Provide place for them to work-----
6. Files of bound periodicals  
Are bound sets complete ----- Are blocks unbroken-----  
In general, what sets are incomplete -----  
-----  
Does librarian wish to complete all of the incomplete sets-----Give her reasons  
Are unbound files convenient for reference use ----- How kept-----  
Are current numbers kept conveniently for use -----  
Is there a printed list of periodicals for use with the indexes-----



7. What reference books are in the children's room -----  
 -----  
 Are supplementary readers and text books used for reference in children's room-----  
 Is children's catalogue well analyzed and used in reference work-----  
 Are subject indexes in Pittsburgh catalogue, Buffalo graded list, Anniversaries and  
 holidays used in reference work-----  
 Has library mounted holiday collection -----
8. Keep list of ready reference questions answered, with memoranda of answers
9. In assisting patrons with material for study of a topic, keep list of topics, with note of  
 what material was given them.  
 Does library keep a file of the references looked up for patrons
10. Keep memoranda of help given patrons at the desk as to "best books" on a subject for  
 home reading.  
 Take to libraries—Kroeger guide and supplements, Lecture notes.

### Trade Bibliography

1. What aids for trade bibliography has the library  
 U. S. catalog -----C. B. I. annuals (give years)  
 C. B. I. currently -----Publishers' weekly currently-----  
 A. L. A. catalog, 1904 -----1911-----A. L. A. booklist  
 complete: bound----- Unbound----- Subject index-----  
 What other aids -----
2. Are its aids adequate for local needs-----
3. If inadequate, what would you recommend in addition for a library of its size-----  
 -----
4. Are any aids taken which could be dispensed with, and what-----
5. What trade tools are most depended upon-----

Points for Observation in  
Cataloguing and Classification

Name of Library \_\_\_\_\_ City \_\_\_\_\_, 191\_\_

(Underscore or check ✓ when sufficient for answer)

**Cataloguing**

a. If you were assigned to assist in making a new catalogue, submit a detailed report of the work done, instead of filling in the outline.

b. If library already has any form of catalogue, answer following points:

Card catalogue \_\_\_\_\_ Printed \_\_\_\_\_ Dictionary \_\_\_\_\_ Classed \_\_\_\_\_ Author and

title \_\_\_\_\_ Separate fiction catalogue \_\_\_\_\_ Separate children's catalogue \_\_\_\_\_

Hand written \_\_\_\_\_ Typewritten \_\_\_\_\_ L. C. cards used \_\_\_\_\_

Note form of guide cards \_\_\_\_\_ Tray labels \_\_\_\_\_

Special guides for countries \_\_\_\_\_

Compare the following forms with your sample catalogue and note differences:

Imprint \_\_\_\_\_

Collation \_\_\_\_\_

Contents \_\_\_\_\_

Notes \_\_\_\_\_

Annotations \_\_\_\_\_

Joint author \_\_\_\_\_

Analytics (form) \_\_\_\_\_

Periodicals \_\_\_\_\_

Annals \_\_\_\_\_

Pseudonym or real name-----  
Subject headings: Technical-----Common terms-----  
Cross references: Fullness-----Form-----Where alphabeted?  
Analytics: How fully are books analyzed-----  
Is a minimum page limit observed-----  
A. L. A. Subject headings checked-----Annotated-----  
How supplemented -----  
How are subject headings for children's catalogue kept -----  
Is a name list kept -----  
What aids for names are used-----  
What aids for subject work are used-----  
What other cataloguing aids and tools-----  
Is instruction given in use of catalogue-----How given-----  
Is the catalogue used-----By whom -----  
What card filing case is used-----  
Is it adequate in size, or are the cards crowded -----

### **Alphabeting**

Test by rules taught in course for

Books by and about an author-----  
Country subdivisions -----  
Period divisions under U. S. History-----  
Entries under same word-----  
Entries for same name differently spelled (Brown and Browne)-----  
Abbreviations -----

## Classification

System in use\_\_\_\_\_

Biography: Collective \_\_\_\_\_Individual \_\_\_\_\_

Artists \_\_\_\_\_Musicians \_\_\_\_\_Actors \_\_\_\_\_

Rulers \_\_\_\_\_

What exceptions are made to the D. C. plan for 800s\_\_\_\_\_Other exceptions\_\_\_\_\_

How is subject bibliography arranged\_\_\_\_\_

Does children's classification differ\_\_\_\_\_How\_\_\_\_\_

Note special features\_\_\_\_\_

## Book numbers

What system used\_\_\_\_\_Is fiction numbered\_\_\_\_\_

Work marks \_\_\_\_\_Copies\_\_\_\_\_

Special features \_\_\_\_\_

## Typewriter

Does the library own a typewriter\_\_\_\_\_

What make\_\_\_\_\_How old\_\_\_\_\_What is the card attachment\_\_\_\_\_

Is it satisfactory\_\_\_\_\_How often repaired\_\_\_\_\_

Is bi-chrome ribbon used\_\_\_\_\_Is library key board used\_\_\_\_\_

Do all the staff use the machine\_\_\_\_\_

What records and other work done on machine \_\_\_\_\_

**Take to libraries**

Sample catalogue and notes; notes on classification and book numbers. A. L. A. list of subject headings and Decimal classification, if assignment includes cataloguing work.

Copy samples of catalogue and shelf cards when necessary for illustration; copy also catalogue instructions for the public, if different from library school sample.



Points for Observation in  
Loan

Name of library..... City ..... 191..

(Underscore when sufficient for answers. Answers requiring more space than is allowed should be given on L sheets,  
with corresponding numbers)

1. System

Single or double entry?.....

Account kept by reader's cards?..... Slips?..... Book cards?.....

Cards filed 1 by Time?..... Author?..... Accession no.?.....

2 by Class?..... Author?..... Accession no.?.....

Note special features.

2. Registration of borrowers

Application blank contains name of library?..... Borrower's pledge?.....

Guarantor's pledge?..... Where?.....

Borrower adds his own name?..... Address?.....

Occupation?..... Age of a minor?..... School?..... Grade?.....

Desk attendant adds, Date?..... Registration no.?.....

Guarantor required for adult?..... Child?..... Who?.....

Filed how?.....

Registration book contains?..... Number? ..... Name?.....

Address?..... No. of cards issued to each borrower?.... Age of minors?....

Non-resident or rural borrowers?..... Free?.....

Pay?..... How is record kept?.....

Is numerical file in book form, or on cards?.....

Registration of temporary borrowers separate?..... Deposit required?.....

How much? .....

Registration of teachers?.....

Cards issued when application is made? .....

Routine followed in registering borrowers? .....

### 3. Reregistration

How long may cards be used?..... Is reregistration continuous?.....

Must borrower renew his application?.....

### 4. Number of cards issued to each borrower?..... Regular?.....

Special?..... Non-fiction?..... Students?..... Teachers?.....

Special points

### 5. Reader's card

Contains name of library?..... Rules?.....

Desk attendant adds. Number?..... Name?..... Address?.....

Expiration date?..... Date of issue?.....

Desk attendant adds, Date book is issued?..... Date due?.....

Call no.?..... Date returned?.....

Kept where when not in use?..... How filed?.....

Lost cards replaced free?..... Charge?..... Time?.....

Record of no. issued?.....

Special points

### 6. Book pocket

Contains name of library?..... Rules?.....

Library assistant adds, Call no.?..... Accession No.?..... Author and title?.....

Special points

## 7. Dating slip in book

Where placed?..... How attached?.....  
Contains what?.....  
Desk attendant adds?.....

## 8. Book card

Size? ..... Color? .....  
Contains Call no.?.....Author and title?..... Accession no.?.....  
Date added to library?.....  
Desk attendant adds, Date issued?..... Date due?.....  
Borrower's no.?..... Date returned?.....  
Where kept when book is in?..... When out?.....  
When filled is it destroyed?..... or filed?.....  
Record of issues transferred to new card? .....  
Special points

## 9. Fines

Amount charged? .....  
Notices sent?..... How often?..... 1st notice?..... 2d notice?.....  
Messenger?..... Charge for notice?..... For messenger?.....  
How is record kept when fines due?.....  
Is fine slip attached to book card, and when?.....  
How filed?.....  
How is record kept when fines paid?.....  
When fines unpaid?.....  
Book issued when fine unpaid?.....  
Fines remitted?.....  
Children's fines?.....  
Special points

10. Number of books issued to each borrower?.....  
    Fiction?..... Time?..... Non-fiction?..... Time?.....  
    How charged if more than one?.....  
    Is two-book-on-a-card system used?.....
11. Renewals  
    What? .....  
    How?..... Persons?..... Mail?..... Telephone?.....  
    How is record kept if card not returned? .....  
    Is book required for renewal?.....  
    Describe method?.....  
    Are books transferred?.....  
    Special points
12. Reserves  
    What books may be reserved?..... New fiction?.....  
    Charge for postal?..... How long held for reader?.....
13. Seven-day books  
    What books are made seven-day books?.....  
    How indicated?.....  
    Transferred? ..... Renewed?.....  
    How long kept as seven-day?.....
14. Process of charging and discharging?.....
15. Renting collection  
    Accessioned how?.....  
    Class of books?..... Number in collection?..... Always duplicates?.....  
    How many to each borrower?.....  
    Loaned only to card-holders?.....  
    May borrower draw fiction from both collections at same time?.....  
    How charged?.....  
    Identified by pockets or label or other marks? .....

How long circulated?..... Withdrawn when paid for?.....  
How disposed of?..... Sold?..... Transferred to library?.....  
How are accounts kept?.....

Special points

16. Teachers' privileges

How many cards?..... How many books?..... Time?.....  
What kind of books?.....  
Fines charged?..... Notices sent when due?.....  
Are statistics counted as if renewed at end of two weeks?.....  
Special points

17. Statistics

Circulation—by Classes?..... How kept?..... How counted?.....  
When counted?..... Renewals counted?.....  
Renting books counted?.....  
Registration What?.....  
How?..... When? .....

Special points

18. Personal responsibility

Initialed daters?.....

19. Rules and regulations

Days of opening?..... Hours?.....  
Children's room open—Hours?..... Days?.....  
Sunday service—Hours?..... nths?..... Who?..... Paid?.....  
Voluntary? ..... Reference work?.....  
Holidays open?..... Hours?..... What departments?.....  
Average hours of librarian?..... Assistants?..... Apprentices?.....



## 20. Special features

Methods of attracting borrowers?.....

Raising standard of books read?.....

By personal effort?..... Printed lists and bookmarks?.....

Bulletins? ..... Other means?.....

Attention paid to new borrowers—when card is issued?

Extension work?

School duplicate collections?.....

Branches? ..... Stations?.....

How are records kept?.....

### Take to Libraries:

Take about 10 punched L sheets; secure complete set of samples from each library appointment and mount separately. Fill in blanks properly.

Use printed material to answer or illustrate questions.

Answer all questions as much as possible from personal observation.

Take loan notes, especially blank forms.





## Points for Observation in Furniture, Fittings, and Supplies

(Underscore when sufficient for answer)

Name of library City 191

## 1. Building or Rooms

Cost

Owned by library

Donor

Style of architecture

Material

Rented

Free

Location in relation to business center

Location in building (if in rooms)

No. of floors

How occupied

Woodwork

Finish

Grounds

## 2. Office or Librarian's corner

Size

Location

Equipment: Desk—flat or roll top

Drawers with conven-

ient divisions

Shelving capacity

Typewriter desk

Truck

Special

Uses other than office: Cataloguing

Work room

Trustees'

room

Other

## 3. Book room

Location

Size

Shelving: Wall shelving

Height

Fixed shelves

Floor cases: wood

Metal (name)

Space

between uprights

No. of sections to a stack

Book capacity

Reading tables

Extension

possibilities

Lighting: Arrangement of windows best for purpose

Artificial, kind

Location

Switches

Special features

#### 4. Reading room

Size: estimate                      Location

Color scheme

Shelving: Height                      Fixed                      What books

Magazines: racks or on tables                      Binders

Newspaper racks                      Holders

Tables: No.                      Height                      Width                      Length

Drawers                      Style                      Estimated space for each reader

Chairs: No.                      Height                      Style

Arm chairs                      Rockers

Decorations                      Bulletin space

Lighting: Location of windows                      Artificial, kind

Location                      Switches

Special features

#### 5. Reference room

Size: estimate                      Location                      Color scheme

Tables: No.                      Height                      Width                      Length

Style                      Special chairs                      Estimated space

Ledge shelving                      Dimensions                      Roller

shelving

Lighting: Location of windows

Artificial                      Location                      Switches

Special features

#### 6. Children's room or corner

Size: estimate                      Location                      Color scheme

Draw floor plan showing partitions, location of tables, desks, shelving, etc. Indicate windows, doors and heating arrangement. Describe furniture giving especial attention to desk, bulletin boards and lavatory. Height of chairs and tables

Special features



7. Delivery room: Size

Desk: How far from entrance      Style      Height

Draw plan showing location of desk

drawers, etc.—give dimensions

Special features

Seats

Bulletin space

Display shelves

Special

8. Lecture room: Location

Size

Furniture

Lighting

Stage

9. Lighting: Chandeliers—Location

Table lights

Wall case lights

Stack lights

Skylights

10. Floors: Tiling

Hardwood

Finish

Cork

Oiled

How cleaned

11. Windows: High

Where

Low

Where

How open

Style

Storm windows

How attached

How open

Do they save fuel

Screens

No. limited

Special uses

Are windows easily screened

12. Shelving: Finished square on edges

Supports

Slots in shelves for pins

Backed

Length of shelf

Book supports

Shelf labels

Stack labels

Special

13. Heating: How

Radiators

Where

14. Ventilation



Points for Observation and Study in  
Reference Work and Trade Bibliography

Name of Library..... City..... 191..

(Lists, and answers requiring more space than is allowed, should be given on L sheets, with corresponding number)

1. Observe how reference resources are shelved or filed.

Reference books .....

Are they kept in good order.....

Bibliographies and printed lists.....

Manuscript lists.....

Subjects looked up briefly.....

2. Has the library a good collection of reference books?.....

What dictionaries?.....

What encyclopaedias? .....

What foreign dictionaries?.....

How much are they used?.....

What others are needed?.....

Are any needed?.....

What annuals are on the shelves?.....

Are the annuals kept up to date?.....

What is done with back numbers of annuals? .....

What books of quotation?.....

What handbooks?.....

Is Granger checked for books on shelves of library?.....

Is there a good collection of Granger titles?.....

What general periodical indexes?.....

What indexes for special sets of periodicals? .....

Are they used much?.....  
Are they needed at all?.....  
Is there a copy of A. L. A. Index to general literature?.....  
How much used?.....  
Are there many special reference books in the classes not yet considered in lecture?..  
.....

3. How much in general are the reference books used?.....  
Could a larger reference use of the library be worked up?.....  
Does the public use the reference books with understanding and independence, or  
are they dependent on the help of the librarian?.....  
Is the catalogue used for reference work? .....

4. Are references prepared for the study clubs of the city?.....  
Where? ..... How?.....  
Are books purchased especially for them? .....
- Are books borrowed from the traveling library department for the clubs?.....  
From other libraries?.....

5. Do the debating clubs in the city depend on the library for material?.....  
Does the library prepare the references? .....
- What aids for debaters has the library? .....
- Does it keep up to date with new aids, lists, etc.?.....

6. Files of bound periodicals

Are the bound sets complete?.....  
What sets are incomplete?.....  
.....  
.....  
Does the librarian wish to complete all of the incomplete sets?.....  
If not, why not?.....  
How are back files of unbound periodicals kept?.....  
Can they be used readily?.....

Is there a posted list of the "bound magazines in the library" for the use of patrons? .....

How are current numbers kept before sending to bindery?.....

7. What reference books are in the children's room?.....  
.....

Are supplementary readers and text books used for reference in the children's room? .....

Is the children's catalogue well analyzed and is it used in reference work?.....

Are the subject indexes in Buffalo Public Library, Graded list of books; Carnegie Library of Pittsburg, Catalogue of books in the children's department; Hazeltine, M. E. Anniversaries and Holidays—used for general reference work with the children?.....

8. Keep list of ready reference questions answered, with memoranda of how answered.

9. In assisting patrons with material for study of a topic, keep list of subjects, with note of what material was given them. Does library keep any file of the references looked up for patrons.

10. Keep memoranda of help given patrons at the desk as to the best book on a subject to read at home.

11. Keep titles of reference lists made, and copy of list, if possible.

Take to libraries—Kroege's Guide and lecture notes.



## Trade Bibliography

1. What aids for trade bibliography has the library? .....  
.....
2. Are they adequate?.....
3. If inadequate, what would you recommend in addition for a library of its size?.....  
.....
4. Are there any aids now on the shelves which could be dispensed with and what are they? .....  
.....
5. What aids are most depended upon?.....

## Children's Work

- Is there a children's room.....
- Separate children's catalogue.....
- Separate changing system.....
- Story hour..... Who tells the stories.....
- What aids are used by the story teller.....
- Reading club..... Who conducts it.....
- What aids are used for the club.....
- General aids for children's work.....
- Lists of books used.....
- Books on psychology, child study, etc.....

Publicity

Publicity

Note publicity methods used by librarian

Personal agencies

Library agencies

Printing

Folders, lists, broadsides, posters, etc.

Newspapers

Special features

Methods of attracting borrowers

Raising standard of books read - By personal effort.

By printed lists. By bulletin, or otherwise.

Extension work

School duplicate collection

Branches

Stations

Fire station

Police station or where

Work with factories

Library window

Problem

1. Observe carefully the work done by established libraries where you are stationed, preparing a short thesis on the library's outreach both in publicity and extension. Suggest in your thesis as a correlary, further methods that might be employed.
2. Wherever you are, if it is possible, do some publicity work, with the consent and knowledge of librarian or board. Put in newspapers, or in some printed form. If a reception of lecture, it must be "written up". Get two copies of same, one to keep, one to send or bring the school.
3. Collect samples

Suggested reading

Drake, J.M. - Publicity number of Wisconsin library bulletin, Jan-Feb 1910.

Neystrom, P.H. - Advertising the public library. P.L.17:;57-58 and 199-202 (May 1912)

Seed catalogues. Wisconsin bulletin 6:19. (Jan.1910)

Spencer, L.A. - Advertising in street card. Wisconsin bulletin 8:133 -4 (Aug.1912)



WISCONSIN LIBRARY SCHOOL  
1914

Field practice

Children's work

Work done by student  
(Report on L sheets)

Book selection

Lists made or checked for purchase

Reference work

Work done with - 1. children  
2. teachers  
3. other workers with children

Work with schools

Instruction in use of library tools  
Talks or instruction in care of library books  
Book talks  
Story hours

Story hours

Report for each story hour held, according to following form,  
using P slips for reports

Place	Date	Time
Stories told:		

Sources used in preparation:

Poems used

Attendance - Number

Ages

Character

Books named to children

Books circulated

(Signed by student)

Reading clubs

Boys?

Girls?

Ages?

Organization

Books read

Bulletins

Subjects

How used

General

Report on any other work done with children or for them.

75 Jan 1914





Story hour

Time

Children grouped by age?

Adults allowed to attend?

Who tells the stories?

Aids used by the story teller

Kinds of stories told

Is poetry used with the stories?

Records kept

Reading clubs

Time

Boys?

Girls?

Ages?

Who conducts

Books read

Organization

Bulletin work

What picture bulletins used for children

Holidays observed with posters

Books used with bulletins

Picture collection

General

Co-operation of library with educational institutions of city

Special aids to workers with children

Care of books emphasized in any way?

Special efforts made to improve children's reading



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WISCONSIN LIBRARY SCHOOL  
1914

Field practice

Children's work

Points for observation  
(Underscore and use L sheets)

Name of library

City

Separate children's department, room or corner

Hours open

Separate charging system

Special assistant in charge

Book selection

Number of children's books

Proportion of - 1. fiction

2. books for little children

Books selected by whom

Basis of selection

What proportion of book fund used for children's books

Reference work

What reference books for childrens use

(Compare with Wisconsin Suggestive list of children's books  
p.52)

What supplementary readers and text books duplicated for  
reference work

Is children's catalog well analyzed and used in reference work

Are following books used for general reference work with the  
children:

Subject index in Buffalo Public Library, Graded list of books

Subject index in Carnegie Library of Pittsburg, Catalog of  
books in the children's department

Hazeltine - Anniversaries and holidays

Salisbury and Beckwith - Index to short stories

Work with schools

What reference work done for schools

What instruction given in use of library tools. In schools  
or library?

School duplicate collection

Book talks in schools. S Story hours in schools. By whom

What special privileges to teachers

Teachers' room in the library



Points for observation and study  
(Answer on L sheets)

Book selection

1. Investigate as fully as possible the method of book selection in each library where you are stationed.
  - a Who selects
  - b What reviews are used? To what extent is the A.L.A. booklist used?
  - c What other aids are used?
  - d What reviews and aids, if any, would you recommend to add to their number?
  - e How often are books purchased?
  - f Are only books of recent date included in the purchase?
  - g When are replacements made?
  - h Is there a systematic plan for building up the classes?
2. a Test lists made in Book selection course by the shelves of the libraries visited, and as far as possible, the use made of the books. Try some of the books listed at the circulating desk if you have an opportunity.

Lists to be used

History sources. Used by whom?  
Biographies discussed in class  
Fiction supplemented by travel  
Missions  
Books of interest to Sunday School superintendents

- b What is the proportion of philosophy in the library? What proportion of the circulation is philosophy? Why?
- c How much are the books in sociology used? in the library visited? In what sociological subject is the library strongest? In what sociological subject is the library weakest?
- d Prepare a report of what the library is doing along the line of municipal reference. Include suggested possibilities.

- 3 Does the library print booklists in the newspapers? In what form? Alphabetized by author or classed by subjects? Are the lists annotated? Did you prepare any Book selection notes or list for the newspapers?





4. What problems in book selection did you find in the libraries?
5. a Does the library have subject headings for fiction in its catalogue?
- b Do they use printed subject lists for fiction, of their own or other libraries? Results?
- c Is there large demand for historical fiction? Do patrons ask for particular periods?
6. Is there much demand for collected short stories?
7. Scan the current numbers of the leading magazines with a view to future books.



Report of Co-operating Librarian

Report on the work of....., 191..

In .....from ..... to .....

(It is not expected that a librarian can report upon all of the questions below; they represent the essential qualifications of a librarian, and will serve as a guide in reporting the characteristics of a student)

Is she prompt .....

Is she accurate .....

Is she a rapid worker.....

Is she a neat worker.....

Is she systematic .....

Does she realize the value of detail.....

Is she quick or slow to take suggestions.....

In what spirit does she take criticisms or suggestions .....

Is she resourceful.....

Has she originality.....

Is she self-reliant.....

Has she executive ability.....

Has she tact.....

Is her personality such as to win patrons.....

Adults .....

Children .....

Has she a proper spirit of responsibility.....

Does she show any knowledge of books.....

Does she show an appreciation for real literature .....

How efficient is her work along the following lines:-

Charging and discharging books.....

Collecting fines.....

Helping reader to select books.....

Keeping statistics.....

Reference work.....

Children's work.....

Publicity .....

(Supply reports in other work done while in your library) .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Mention decided good points which will affect her work .....

Please state carefully all faults which will affect her work—such as languidness, nervousness,  
lack of interest, uneven disposition, want of sympathy with people, lack of attention to  
detail, poor technical work, poor mechanical work, etc.

Would you yourself care to have her for an assistant .....

State reasons .....

General remarks: .....

Please state frankly whether the presence of the students has been of any benefit to your library; whether they have been of any real assistance in your work, or a hindrance.

Signature .....





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# Wisconsin Library School

## Field Practice

### Social Conditions of City

Name of city....., 191..

What is the population.....

What nationalities predominate.....

What percentage of the population is foreign.....

How many square miles in the city limits.....

Is the city spread out or compact.....

Natural attractions .....

#### Public improvements:—

Water plant—private or municipal.....

Electric light plant—private or municipal.....

#### Streets

Unpaved .....

Paved and how.....

Are they well kept.....

#### Parks

How many ..... How much used .....

Are they well cared for.....

#### Trees

Street car service.....

Local .....

Inter-urban .....

Are the citizens interested in public improvements .....

Are there Civic or Public Improvement clubs .....

Is there a Junior Civic League.....

Hospitals .....

Sewerage system .....

Sewage disposal .....

Educational advantages .....

Schools

Public .....

Private (including parochial).....

Colleges .....

Libraries .....

Churches

How many .....

What denominations .....

Which denominations have largest congregations .....

Does library co-operate with Sunday schools and Missionary societies.....

Clubs

Women's clubs—how many and where do they meet.....

Purpose of clubs.....

Young men's clubs (give data as above) .....

Other societies and clubs.....

To what extent do any and all clubs use the library .....

### Manufactures

What .....

What percentage of the population is employed in factories .....

Are children employed.....

How does the library reach the factories ..... By bulletins.....

By posters ..... At noon meetings .....

By library station or reading room.....

Occupations .....

Is the community wealthy, industrial, or poor .....

### Library

How situated, centrally or otherwise.....

Does location affect its use.....

Does it provide books for its foreign population .....

How much are they used.....

What extension work is the library doing .....

Lectures .....

Clubs .....For mothers .....

For boys .....For girls .....

Workingmen .....Labor unions .....

Firemen and police .....

Other lines ..... Branches .....

Stations .....Hotels .....

Depots .....

What publicity work is undertaken.....

Addresses to clubs .....

Addresses to common council .....

Addresses to teachers and schools.....

Telephone .....

Receptions .....

Bookdays .....

Other lines .....

## Newspapers

Number .....Frequency of issue .....

Language .....

Are frequent notices sent to the papers by the librarian.....

On what subjects.....

.....

Who prepares the notices .....

Who prepares the headlines.....

# Wisconsin Library School

## Field Practice

### Points for Observation in Catalogue, Shelf, Classification

Name of Library . . . . . City . . . . . 191..

(Underscore when sufficient for answer)

#### Catalogue

Card catalogue . . . . . Printed . . . . . Dictionary . . . . . Classed . . . . .

Author and title . . . . .

Separate fiction catalogue . . . . . Children's catalogue . . . . .

Hand written . . . . . Typewritten . . . . . Both . . . . .

L. C. cards used . . . . .

Note form of guide cards . . . . . Tray labels . . . . .

Special guides for countries . . . . .

Compare the following forms with your sample catalogue and note differences:

Imprint . . . . .

Collation . . . . .

Contents . . . . .

Notes . . . . .

Annotations . . . . .

Joint author . . . . .

Analytics (form) . . . . .

Periodicals . . . . .

Annuals . . . . .



Pseudonym or real name . . . . .

Subject headings: Technical . . . . . Common terms . . . . .

Cross references: Fulness . . . . . Form . . . . . Where alphabeted?

Analytics: How fully are books analyzed . . . . .

Page limit . . . . .

A. L. A. Subject headings checked . . . . . Annotated . . . . .

Supplement . . . . . Headings defined . . . . .

How are subject headings for children's catalogue kept . . . . .

Is a name list kept . . . . .

What aids for subject work are used . . . . .

Alphabeting—Clarke and Clark . . . . . Brown and Browne . . . . .

Books by and about an author . . . . .

Divisions under countries . . . . .

Period divisions under U. S. History . . . . .

Abbreviations—Mr.; Mrs.; Saint; Sainte. St.; Mac; Me; . . . . .

Is instruction given in use of catalogue . . . . . How given . . . . .

## Shelf list

Card . . . . . Size . . . . . Sheet . . . . .  
Where kept . . . . . Where used . . . . .  
For what used: Classification . . . . . Book numbers . . . . .  
    Buying . . . . . Inventory . . . . . Catalogue . . . . .  
Used by whom . . . . .  
Special features

## Book numbers

What system used . . . . . Is fiction numbered . . . . .  
Word marks . . . . . Copies . . . . .  
Special features

## Classification

System in use . . . . .  
Biography: Collective . . . . . Individual . . . . .  
    Artists . . . . . Musicians . . . . . Actors . . . . .  
    Rulers . . . . .  
What exceptions are made to the D. C. plan for 800s

Does children's classification differ . . . How . . .

Note special features.

**Take to libraries.**

Sample catalogue and notes; shelf list and notes; Classification slips and notes; A. L. A.

List of subject headings.

Copy samples of catalogue and shelf cards when necessary for illustration; copy also catalogue instructions for the public, if different from library school sample.

## Points for Observation in Furniture, Fittings, and Supplies

(Underscore when sufficient for answer)

Name of library

City

191

## 1. Building or Rooms

Cost

Owned by library

Donor

Style of architecture

Material

Rented

Free

Location in relation to business center

Location in building (if in rooms)

No. of floors

How occupied

Woodwork

Finish

Grounds

## 2. Office or Librarian's corner

Size

Location

Equipment: Desk—flat or roll top

Drawers with conven-

ient divisions

Shelving capacity

Typewriter desk

Truck

Special

Uses other than office: Cataloguing

Work room

Trustees'

room

Other

## 3. Book room

Location

Size

Shelving: Wall shelving

Height

Fixed shelves

Floor cases: wood

Metal (name)

Space

between uprights

No. of sections to a stack

Book capacity

Reading tables

Extension

possibilities

Lighting: Arrangement of windows best for purpose

Artificial, kind

Location

Switches

Special features

Section 2 blank

Section 2 blank

#### 4. Reading room

Size: estimate      Location

Color scheme

Shelving: Height

Fixed

What books

Magazines: racks or on tables

Binders

Newspaper racks

Holders

Tables: No.

Height

Width

Length

Drawers

Style

Estimated space for each reader

Chairs: No.

Height

Style

Arm chairs

Rockers

Decorations

Bulletin space

Lighting: Location of windows

Artificial, kind

Location

Switches

Special features

#### 5. Reference room

Size: estimate

Location

Color scheme

Tables: No.

Height

Width

Length

Style

Special chairs

Estimated space

Ledge shelving

Dimensions

Roller

shelving

Lighting: Location of windows

Artificial

Location

Switches

Special features

#### 6. Children's room or corner

Size: estimate

Location

Color scheme

Draw floor plan showing partitions, location of tables, desks, shelving, etc. Indicate

windows, doors and heating arrangement. Describe furniture giving especial at-

tention to desk, bulletin boards and lavatory. Height of chairs and tables

Special features

7. Delivery room: Size

Desk: How far from entrance      Style      Height

Draw plan showing location of desk

drawers, etc.—give dimensions

Special features

Seats

Bulletin space

Display shelves

Special

8. Lecture room: Location      Size      Furniture      Lighting

Stage

9. Lighting: Chandeliers—Location

Table lights

Wall case lights

Stack lights

Skylights

10. Floors: Tiling

Hard wood

Finish

Cork

Oiled

How cleaned

11. Windows: High

Where

Low

Where

How open

Style

Storm windows

How attached

How open

Do they save fuel

Screens

No. limited

Special uses

Are windows easily screened

12. Shelving: Finished square on edges

Supports

Slots in shelves for pins

Backed

Length of shelf

Book supports

Shelf labels

Stack labels

Special

13. Heating: How

Radiators

Where

14. Ventilation



15. Special features: Umbrella stands

Hat and coat

racks

Photo case

Catalogue case

Base

Clipping file

Staff room

Toilet rooms

16. Entrance: Lighted

Size

Door easily opened

Glass panels

Library hours

## General Instructions

Estimate floor space in square feet. Give location of rooms in relation to entrance and delivery desk.

Estimate shelving capacity eight books to the running foot.

Give estimated dimensions in feet and inches, using abbreviations as follows: ' for feet and " for inches.

Always give trade name of article described.

17. Supplies: Source: local, Democrat, Library Bureau

Quantity ordered

Bill checked

Care of

Location

Labeled

Inventoried

18. Librarian's aids: A. L. A. Cat. 1909. A. L. A. Cat. 1911.

Suggestive list

A. L. A. Booklists

Wis. Library Bulletin

Other

Arrangement

Location

Labeled

Points for Observation in  
Accession, Serials, Bulletins and Pictures, Mechanical Preparation,  
Pamphlets, Mending, Typewriters

Name of Library..... City .....191..

(Underscore when sufficient for answer)

**Accession**

What form of record is used.....

What items are entered in it.....

What omitted .....

Is librarian satisfied with form used and why .....

What changes would she recommend.....

How is withdrawal record kept.....Is it satisfactory.....

How is gift record kept.....

**Serials**

Are serials checked on cards, sheets, or in book .....

Is there any difference in rules for checking than those taught in school.....What.....

Are current magazines circulated.....If not, why not.....

How charged .....

Are duplicate copies supplied.....For what periodicals.....

What kind of a cover is used to protect them .....

Is it satisfactory .....

How long are magazines kept in circulation.....

How long may they be kept out by borrower .....

### **Bulletins and Pictures**

What kind of bulletins are made..... If none, why not.....

What system or plan is used for putting up pictures or bulletins.....

How are bulletins stored, flat, standing or how .....

How are pictures cared for.....

Are they classified, shelf-listed or catalogued .....

How are pictures collected.....

### **Mending**

How often is mending done, once a week or when .....

Who does the mending.....

What is mended .....

What is not mended.....

Are books cleaned and how.....

What tools are used, tables, etc.....

What materials are used.....  
Give addresses of any special dealers.....

Notice any new ideas.....

### **Mechanical preparation of books**

Where are pockets placed.....  
Are book cards typewritten or handwritten.....One or both sides.....  
Where is 7-day label placed if used on new fiction .....  
Is date slip used..... Where placed .....  
Is a general book plate used.....Book plate for special gifts.....  
What kind of labeling is done, paper labels, or inks, and what kind.....  
(Give specific names of latter)

Where is call number placed on back of book .....  
Is fiction labeled .....  
What is done with books bearing a pseud. or an anonymous title, if no labels are used.....

How is children's fiction indicated if no labels are used on fiction.....

Notice any new idea in mechanical practice and report.....

## **Pamphlets**

What kinds of pamphlets are saved.....

Are they classified, accessioned, shelf-listed or catalogued.....

How filed, in folders, boxes, or how.....

Shelved with class or in separate collection.....

Are they bound..... How.....

Note especially any new idea about pamphlets .....

## **Typewriter**

Does the library own a typewriter.....

What make is the machine..... What is the card attachment.....

Is it satisfactory.....

How old is it.....How often repaired .....

Do all the staff use it.....

---

## **Take to libraries**

Notes on Accession, Withdrawals, Serials, Pamphlets, Mechanical preparation of books

Mending.

Points for Observation in  
Catalogue, Shelf, Classification

Name of Library . . . . . City . . . . . 191..

(Underscore when sufficient for answer)

**Catalogue**

Card catalogue . . . . . Printed . . . . . Dictionary . . . . . Classed .

Author and title . . . . .

Separate fiction catalogue . . . . . Children's catalogue . . . . .

Hand written . . . . . Typewritten . . . . . Both . . . . .

L. C. cards used . . . . .

Note form of guide cards . . . . . Tray labels . . . . .

Special guides for countries . . . . .

Compare the following forms with your sample catalogue and note differences:

Imprint . . . . .

Collation . . . . .

Contents . . . . .

Notes . . . . .

Annotations . . . . .

Joint author . . . . .

Analytics (form) . . . . .

Periodicals . . . . .

Annuals . . . . .



Pseudonym or real name	.	.	.	.	.	.	.	.	.
Subject headings: Technical	.	.	Common terms	.	.	.	.	.	.
Cross references: Fulness	.	.	Form	.	.	Where alphabeted?	.	.	.
Analytics: How fully are books analyzed	.	.	.	.	.	.	.	.	.
Page limit	.	.	.	.	.	.	.	.	.
A. L. A. Subject headings checked	.	.	Annotated	.	.	.	.	.	.
Supplement	.	.	Headings defined	.	.	.	.	.	.
How are subject headings for children's catalogue kept	.	.	.	.	.	.	.	.	.
Is a name list kept	.	.	.	.	.	.	.	.	.
What aids for subject work are used	.	.	.	.	.	.	.	.	.
Alphabeting—Clarke and Clark	.	.	Brown and Browne	.	.	.	.	.	.
Books by and about an author	.	.	.	.	.	.	.	.	.
Divisions under countries	.	.	.	.	.	.	.	.	.
Period divisions under U. S. History	.	.	.	.	.	.	.	.	.
Abbreviations—Mr.; Mrs.; Saint; Sainte. St.; Mac; Me;	.	.	.	.	.	.	.	.	.
Is instruction given in use of catalogue	.	.	How given	.	.	.	.	.	.

## Shelf list

Card . . . . . Size . . . . . Sheet . . . . .  
Where kept . . . . . Where used . . . . .  
For what used: Classification . . . . . Book numbers . . . . .  
    Buying . . . . . Inventory . . . . . Catalogue . . . . .  
Used by whom . . . . .  
Special features

## Book numbers

What system used . . . . . Is fiction numbered . . . . .  
Word marks . . . . . Copies . . . . .  
Special features

## Classification

System in use . . . . .  
Biography: Collective . . . . . Individual . . . . .  
    Artists . . . . . Musicians . . . . . Actors . . . . .  
    Rulers . . . . .

What exceptions are made to the D. C. plan for 800s

Does children's classification differ . . . . . How . . . . .

Note special features.

**Take to libraries.**

Sample catalogue and notes; shelf list and notes; Classification slips and notes; A. L. A.

List of subject headings.

Copy samples of catalogue and shelf cards when necessary for illustration; copy also catalogue instructions for the public, if different from library school sample.

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Points for Observation and Study in  
Reference Work and Trade Bibliography

Name of Library..... City..... 191..

(Lists, and answers requiring more space than is allowed, should be given on L sheets, with corresponding number)

1. Observe how reference resources are shelved or filed.

Reference books .....  
Are they kept in good order.....  
Bibliographies and printed lists.....  
Manuscript lists.....  
Subjects looked up briefly.....

2. Has the library a good collection of reference books?.....

What dictionaries?.....  
What encyclopaedias? .....  
What foreign dictionaries?.....  
How much are they used?.....  
What others are needed?.....  
Are any needed?.....  
What annuals are on the shelves?.....  
Are the annuals kept up to date?.....  
What is done with back numbers of annuals? .....  
What books of quotation?.....  
What handbooks?.....  
Is Granger checked for books on shelves of library?.....  
Is there a good collection of Granger titles?.....  
What general periodical indexes?.....  
What indexes for special sets of periodicals? .....

- Are they used much?.....
- Are they needed at all?.....
- Is there a copy of A. L. A. Index to general literature?.....
- How much used?.....
- Are there many special reference books in the classes not yet considered in lecture?..
- .....
3. How much in general are the reference books used?.....
- Could a larger reference use of the library be worked up?.....
- Does the public use the reference books with understanding and independence, or  
are they dependent on the help of the librarian?.....
- Is the catalogue used for reference work? .....
4. Are references prepared for the study clubs of the city?.....
- Where? ..... How?.....
- Are books purchased especially for them? .....
- Are books borrowed from the traveling library department for the clubs?.....
- From other libraries?.....
5. Do the debating clubs in the city depend on the library for material?.....
- Does the library prepare the references? .....
- What aids for debaters has the library? .....
- Does it keep up to date with new aids, lists, etc.?.....
6. Files of bound periodicals
- Are the bound sets complete?.....
- What sets are incomplete?.....
- .....
- .....
- Does the librarian wish to complete all of the incomplete sets?.....
- If not, why not?.....
- How are back files of unbound periodicals kept?.....
- Can they be used readily?.....

Is there a posted list of the "bound magazines in the library" for the use of patrons? .....

How are current numbers kept before sending to bindery?.....

7. What reference books are in the children's room?.....  
.....

Are supplementary readers and text books used for reference in the children's room? .....

Is the children's catalogue well analyzed and is it used in reference work?.....

Are the subject indexes in Buffalo Public Library, Graded list of books; Carnegie Library of Pittsburg, Catalogue of books in the children's department; Hazeltine, M. E. Anniversaries and Holidays—used for general reference work with the children?.....

8. Keep list of ready reference questions answered, with memoranda of how answered.

9. In assisting patrons with material for study of a topic, keep list of subjects, with note of what material was given them. Does library keep any file of the references looked up for patrons.

10. Keep memoranda of help given patrons at the desk as to the best book on a subject to read at home.

11. Keep titles of reference lists made, and copy of list, if possible.  
Take to libraries—Kroeger's Guide and lecture notes.



## Trade Bibliography

1. What aids for trade bibliography has the library? .....  
.....
2. Are they adequate?.....
3. If inadequate, what would you recommend in addition for a library of its size?.....  
.....
4. Are there any aids now on the shelves which could be dispensed with and what are they? .....
5. What aids are most depended upon?.....

## Children's Work

- Is there a children's room.....
- Separate children's catalogue.....
- Separate changing system.....
- Story hour..... Who tells the stories.....
- What aids are used by the story teller.....
- Reading club..... Who conducts it.....
- What aids are used for the club.....
- General aids for children's work.....
- Lists of books used.....
- Books on psychology, child study, etc.....

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# Wisconsin Library School

## Field Practice

### Points for Observation in Loan

Name of library..... City ..... 191..

(Underscore when sufficient for answers. Answers requiring more space than is allowed should be given on L sheets,  
with corresponding numbers)

#### 1. System

Single or double entry?.....

Account kept by reader's cards?..... Slips?..... Book cards?.....

Cards filed 1 by Time?..... Author?..... Accession no.?.....

2 by Class?..... Author?..... Accession no.?.....

Note special features.

#### 2. Registration of borrowers

Application blank contains name of library?..... Borrower's pledge?.....

Guarantor's pledge?..... Where?.....

Borrower adds his own name?..... Address?.....

Occupation?..... Age of a minor?..... School?..... Grade?.....

Desk attendant adds, Date?..... Registration no.?.....

Guarantor required for adult?..... Child?..... Who?.....

Filed how?.....

Registration book contains?..... Number? ..... Name?.....

Address?..... No. of cards issued to each borrower?.... Age of minors?....

Non-resident or rural borrowers?..... Free?.....

Pay?..... How is record kept?.....

Is numerical file in book form, or on cards?.....

Registration of temporary borrowers separate?..... Deposit required?.....

How much? .....

Registration of teachers?.....

Cards issued when application is made? .....

Routine followed in registering borrowers? .....

3. Reregistration

How long may cards be used?..... Is reregistration continuous?.....

Must borrower renew his application?.....

4. Number of cards issued to each borrower?..... Regular?.....

Special?..... Non-fiction?..... Students?..... Teachers?.....

Special points

5. Reader's card

Contains name of library?..... Rules?.....

Desk attendant adds. Number?..... Name?..... Address?.....

Expiration date?..... Date of issue?.....

Desk attendant adds, Date book is issued?..... Date due?.....

Call no.?..... Date returned?.....

Kept where when not in use?..... How filed?.....

Lost cards replaced free?..... Charge?..... Time?.....

Record of no. issued?.....

Special points

6. Book pocket

Contains name of library?..... Rules?.....

Library assistant adds, Call no.?..... Accession No.?..... Author and title?.....

Special points

## 7. Dating slip in book

Where placed?..... How attached?.....  
Contains what?.....  
Desk attendant adds?.....

## 8. Book card

Size? ..... Color? .....  
Contains Call no.?.....Author and title?..... Accession no.?.....  
Date added to library?.....  
Desk attendant adds, Date issued?..... Date due?.....  
Borrower's no.?..... Date returned?.....  
Where kept when book is in?..... When out?.....  
When filled is it destroyed?..... or filed?.....  
Record of issues transferred to new card? .....  
Special points

## 9. Fines

Amount charged? .....  
Notices sent?..... How often?..... 1st notice?..... 2d notice?.....  
Messenger?..... Charge for notice?..... For messenger?.....  
How is record kept when fines due?.....  
Is fine slip attached to book card, and when?.....  
How filed?.....  
How is record kept when fines paid?.....  
When fines unpaid?.....  
Book issued when fine unpaid?.....  
Fines remitted?.....  
Children's fines?.....  
Special points

10. Number of books issued to each borrower?.....  
Fiction?..... Time?..... Non-fiction?..... Time?.....  
How charged if more than one?.....  
Is two-book-on-a-card system used?.....
11. Renewals  
What? .....  
How?..... Persons?..... Mail?..... Telephone?.....  
How is record kept if card not returned? .....  
Is book required for renewal?.....  
Describe method?.....  
Are books transferred?.....  
Special points
12. Reserves  
What books may be reserved?..... New fiction?.....  
Charge for postal?..... How long held for reader?.....
13. Seven-day books  
What books are made seven-day books?.....  
How indicated?.....  
Transferred? ..... Renewed?.....  
How long kept as seven-day?.....
14. Process of charging and discharging?.....
15. Renting collection  
Accessioned how?.....  
Class of books?..... Number in collection?..... Always duplicates?.....  
How many to each borrower?.....  
Loaned only to card-holders?.....  
May borrower draw fiction from both collections at same time?.....  
How charged?.....  
Identified by pockets or label or other marks? .....



How long circulated?..... Withdrawn when paid for?.....  
How disposed of?..... Sold?..... Transferred to library?.....  
How are accounts kept?.....

Special points

16. Teachers' privileges

How many cards?..... How many books?..... Time?.....  
What kind of books?.....  
Fines charged?..... Notices sent when due?.....  
Are statistics counted as if renewed at end of two weeks?.....  
Special points

17. Statistics

Circulation—by Classes?..... How kept?..... How counted?.....  
When counted?..... Renewals counted?.....  
Renting books counted?.....  
Registration What?.....  
How?..... When? .....

Special points

18. Personal responsibility

Initialed daters?.....

19. Rules and regulations

Days of opening?..... Hours?.....  
Children's room open—Hours?..... Days?.....  
Sunday service—Hours?..... nths?..... Who?..... Paid?.....  
Voluntary? ..... Reference work?.....  
Holidays open?..... Hours?..... What departments?.....  
Average hours of librarian?..... Assistants?..... Apprentices?.....



## 20. Special features

Methods of attracting borrowers?.....

Raising standard of books read?.....

By personal effort?..... Printed lists and bookmarks?.....

Bulletins? ..... Other means?.....

Attention paid to new borrowers—when card is issued?

Extension work?

School duplicate collections?.....

Branches? ..... Stations?.....

How are records kept?.....

### Take to Libraries:

Take about 10 punched L sheets; secure complete set of samples from each library appointment and mount separately. Fill in blanks properly.

Use printed material to answer or illustrate questions.

Answer all questions as much as possible from personal observation.

Take loan notes, especially blank forms.





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